

AccessNI Policy Statement

Introduction

As an organisation using AccessNI to help assess the suitability of applicants for positions for Vyta. We comply with any service level agreement, any legislative requirements and abide by the general principles in the AccessNI Code of Practice, in relation to the storing, retention and disposal of Disclosure information.

Consent

We no longer receive a copy certificate from Access NI. Therefore, when required, written consent will be requested from an individual to obtain and retain a copy of the Disclosure Certificate.

Usage

Disclosure information is only used for specific purpose for which it was requested and for which the individual's full consent has been given.

Storage and Access

Any disclosure information is to be kept securely, with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Handling

In accordance with section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom disclosures or information has been revealed. We recognise it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Retention

Once a recruitment decision (or any other relevant decision) has been made, we do not keep Disclosure information for any longer than it is necessary. We comply with the Code of Practice requirement to ensure it is not retained longer than is required for the specific purpose of taking a decision on the applicant's suitability, and once a decision has been made, it will not be retained longer than the agreed period.

Disposal

Once the retention period has elapsed, we will ensure that any disclosure information is immediately destroyed and kept securely, until this. We will not keep any photocopy or other image of the disclosure or any copy or representation of the contents. Instead we may keep a record of the date of issue of a disclosure, the type of disclosure, the position for which the disclosure was requested and the unique Access NI reference number and details of the recruitment decision.